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5 November 1956

MEMORANDUM FOR: Deputy Chief, Plans

ATTENTION : Executive Officer

SUBJECT : Request for Transfer of Slots and Funds  
to Cable Secretariat from DD/P

1. Prior to June 1956, DD/P disseminated cabled information to the intelligence community through the PD system, following each PD with a formal CS report.
2. In order to achieve a savings in Agency funds and manpower, beginning in June 1956 the Cable Secretariat assumed responsibility for dissemination of the so-called "Teletype Dissemination (TD)" including those not sent electrically. Forms Control Section, of Management Staff, estimated that DD/P would save approximately \$90,000 each year through the new system. Signal Center expected to save sixteen man-hours daily by diverting about 82 percent of TD's from electrical transmission.
3. When the TD system was inaugurated in June 1956, the number of TD's to be processed monthly was estimated at 400-500. Cable Secretariat concluded, from this estimate, that it could absorb the additional work load, approximately six to eight man-hours daily, that would result from its dissemination of TD's by other than electrical means.
4. In actual fact, the present volume of TD's has increased far beyond original estimates. TD's disseminated by Cable Secretariat during the past three months were as follows:

August	- 722
September	- 691
October	- 926

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The burden on the Cable Secretariat will be appreciated when the following figures for the month of October are examined:

a. Approximately 90 copies of each TD is run off.

b. If the average length of a TD is three pages (a reasonable estimate), approximately one-fourth million sheets of paper for TD's alone were collated during the month.

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c. Another factor meriting consideration <sup>15</sup>for the fact that TD's warrant expeditious processing - We have had as many as 69 TD's in one 24 hour week-day period, and as many as 80 TD's over Saturday and Sunday. Normally these TD's are submitted during the same period as we receive our peak cable traffic.

(A monthly tabulation of PD/TD dissemination, October 1955 through October 1956, is attached).

5. Cable Secretariat cannot handle efficiently the TD load with its present personnel. We recommend, therefore, that three positions of GS-5 level, with funds to match, be transferred to Cable Secretariat from DD/P to meet this workload. Our estimate of three slots required for this work is based upon the following factors:

a. Because of increased cable traffic, totalling approximately 19,000 cables in October, we can no longer handle even the originally estimated TD load (400-500 per month). One additional person will be required for this purpose.

b. The number of TD's processed monthly has now doubled the original estimates and promises, in view of international developments, to increase further. One additional person will be required to handle this load.

c. Since the current and promised TD load will require approximately sixteen man-hours, seven days a week, good administrative practice requires the assignment of a third person to fill in during leave periods, emergencies, and the like, in order that something approximating a normal working schedule can be maintained.

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6. Pending decision on <sup>the</sup> a recommendation made in paragraph 5, it is requested that at least two persons, preferably couriers, be furnished the Cable Secretariat immediately on a loan basis. The presence of these couriers will free partially two couriers now on duty who have been trained as multilith operators and who will thus be used in running TD's.

7. Cable Secretariat will appreciate your earnest consideration of this request.



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Cable Secretary

Enclosure:  
(PD/TD Tabulation)

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OCTOBER 1955	409	
NOVEMBER 1955	471	
DECEMBER 1955	466	
JANUARY 1956	392	Approximately 40
FEBRUARY 1956	460	copies issued per PD
MARCH 1956	524	
APRIL 1956	467	
MAY 1956	465	
JUNE 1956	575	
JULY 1956	586	Approximately 90
AUGUST 1956	722	copies issued per TD
SEPTEMBER 1956	691	
OCTOBER 1956	926	

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7 Nov. 1956

MEMORANDUM FOR: Executive Assistant to the DCI

SUBJECT: Cable Secretariat Workload

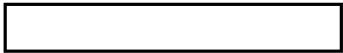
REFERENCE: Cable Secretary's memorandum dated 5 November 1956, subject: Request for transfer of slots and funds to Cable Secretariat from DD/P

1. There is no doubt that the present world crises has resulted in greatly increased volume of teletype disseminations (TD's) and that the Cable Secretary needs immediate assistance.

2. As a temporary measure this office has furnished the Cable Secretary with a courier on a loan or detail basis for the duration of the current emergency or until a decision is reached on the recommended increase in the T/O of the Cable Secretary.

3. This office supports the recommendation of the Cable Secretary that additional positions and funds be provided to meet the TD workload but recommends that the necessary positions and funds be provided by the Director's office.

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Executive Officer, DD/P

Attachment:  
Reference memorandum

cc: Cable Secretary  
C/RQM/FI

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